

## NOTIFICATION PROCEDURES AND ROSTER

### All CAP Activities Under the Administration of NER Headquarters

1. NER Supplement to CAPR 62-2 requires that all units maintain a mishap notification roster to specify the procedures to be followed when reporting a mishap and to identify those members to be notified.
2. Personnel assigned to the Northeast Region Headquarters or appointed as a project officer for a Region sponsored activity are responsible for the safety of all personnel and property at that activity. All NER Headquarters staff will maintain a familiarity with CAPR 62-1 and CAPR 62-2, as supplemented. In the event of a mishap that causes injury or damage to resources, any member that is present and able is required to immediately notify the Region Commander, or in his/her absence, a Vice Commander and the Region Director of Safety.
3. Contact:

#### Region Commander

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#### Vice Commander – South

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#### Region Director of Safety

Lt Col David A. Belcher, CAP  
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#### Vice Commander – North

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4. A mishap is defined as an unplanned or unsought event or series of events, that results in death, injury, occupational illness or damage to or loss of equipment or property.
5. Failure to comply with these notification procedures may result in disciplinary action against the offender.

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In accordance with CAPR 62-2, NER Supplement 1, 01 Jan 2003

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4